



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 5110.1A
8 October 2003

NMRCD INSTRUCTION 5110.1A

From: Officer-in-Charge, U.S. Naval Medical Research Center
Detachment

Subj: POSTAL PROCEDURES

Ref: (a) DOD Directive 4525.6

Encl: (1) APO Postal Information Pamphlet

1. Purpose. To delineate policy and procedures for the proper handling and safeguarding of all incoming and outgoing mail at the U.S. Naval Medical Research Center Detachment (NMRCD), Lima, Peru. Postal procedures will be carried out and managed in accordance with reference (a), enclosure (1), and applicable U.S. Postal Service (USPS) policies.

2. Cancellation. NMRCDINST 5110.1

3. Scope. The provisions of this directive shall apply to all American personnel (both military and civilian) who are assigned to NMRCD, the dependents of the American staff, guests of the command who are authorized APO privileges, and Foreign Service National (FSN) employees who may handle the U.S. Mail in the execution of their duties.

4. Policy and Procedures. The appointed NMRCD Postal Officer has overall responsibility for the management and security of all NMRCD incoming and outgoing mail. The Primary and the Alternate Mail Clerks shall bear individual responsibility for receipt and delivery of any incoming or outgoing mail when in performance of that duty. Insured and Certified mail shall be receipted and handled per relevant USPS and APO regulations to ensure accountability.

a. Official Mail. Generally, personally addressed mail shall be considered official only if it includes a duty title. The return address alone does not determine if mail is official.

(1) Mail addressed to unit members by title, such as Officer-in Charge, Commanding Officer, or Administrative Officer, shall be delivered as official mail to the individual serving in the named capacity. However, if an individual's name is included in the address, an attempt shall be made to ascertain the nature of the contents (i.e. by examining the return address) before

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anyone else opens it as official mail

(2) Mail addressed to the Officer-in-Charge, Commanding Officer or to the Command shall be delivered as official mail to the Officer-in-Charge or to the Administrative Officer or Administrative Assistant.

(3) Mail addressed as "Personal" for the Officer-in-Charge, Commanding Officer or to the Command shall be delivered as official mail directly to the Officer-in-Charge.

(4) Mail addressed to the Commander of an individual who is assigned or attached to NMRCD shall be delivered as official mail directly to the Officer-in-Charge.

(5) Mail addressed to the Commander of or to an individual who is no longer assigned/attached to NMRCD shall be returned to sender or forwarded per current USPS regulations.

(6) Mail addressed the Commander or Officer-in-Charge, which does not contain an addressee name or unit designation, shall be returned to sender endorsed "Insufficient Address".

(7) Official mail shall be distributed to those mailboxes designated for that purpose.

b. Personal Mail. American staff members (both military and civilian) who are attached or assigned to NMRCD, either permanently or for temporary duty, are authorized APO privileges by reference (a).

(1) Personal Mail shall be delivered directly to the addressee or placed in individual locked receptacles designated for that purpose. Mail shall not be placed on desks or left anywhere unprotected.

(2) Mail addressed in care of another or addressed to more than one addressee may be delivered to any addressee listed in the address. All addressees must be authorized APO privileges or the mail shall be returned to the sender.

(3) Individuals who are entitled to APO privileges shall not act as intermediaries for persons or organizations who are not authorized APO privileges.

(4) Mail that is received for individuals who are no longer attached to NMRCD shall be either forwarded or returned to

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the sender in accordance with USPS policies.

(5) Items that will not fit into personal mailboxes shall be delivered personally to the addressee.

(6) Mail shall be delivered by a driver to the spouse or another person designated in writing as being authorized to receive mail for any staff member who is away from the command. Mail shall not remain undelivered unless absolutely unavoidable.

(7) Mail shall NEVER be delivered to non-family members such as nannies, drivers, porteros or maids.

c. Out-going Mail. Out-going mail shall be placed in the out-going mailbox where it will be removed only by a designated mail clerk for delivery to the APO for processing.

(1) The Mail Clerk will attach Official postage to out going official mail with the following return address:

NAVY DEPARTMENT

Officer-in-Charge
U.S. Naval Medical Research Center Detachment Lima, Peru
Unit 3800/American Embassy
ATTN:
APO AA 34031

OFFICIAL USE ONLY

(2) Personal mail shall have sufficient U.S. postage attached by the sender and bear the following return address:

(Individual Name
NMRCD, Unit 3800
APO AA 34031

d. Security. Movement of all mail between NMRCD and the American Embassy APO shall be accomplished in the presence of a designated Mail Clerk/Handler. The designated Mail Clerk/Handler shall ensure that all U.S. Mail is transported within an enclosed vehicle with working locking devices for all doors and windows.

The placement and/or transport of U.S. Mail in the open bed of any vehicle are strictly prohibited.

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(1) Once mail is accepted for delivery and transport by the mail clerk/handler, he or she shall not lose sight of it until it is delivered to the addressee. Mail clerks/handlers shall not let anyone watch the mail while they attend to other business.

(2) Out-going mail shall be accepted by the APO for processing before incoming mail is received for delivery.

(3) The keys to the NMRCD mailboxes shall be secured when not in use. Only the Postal Officer and designated Mail Clerks/Handlers are authorized access to the NMRCD mailbox keys.

(4) Individual staff members shall be issued the only copy of the key to their respective mailbox. Duplication of mailbox keys is prohibited.

(5) With the addressee's permission, large items may be locked in the NMRCD vehicle that is going to transport the addressee home that day via group home-to-work transportation. The driver shall ensure safekeeping of the package.

4. Action. The Postal Officer, Primary and Alternate Mail Clerks/Handlers and all department heads are tasked with taking all necessary action to ensure compliance.


J. K. BAIRD

AMERICAN EMBASSY APO POST OFFICE

1. HOURS OF OPERATION:

- a. **WINDOW** - (Purchasing stamps, mailing letters and parcels)

MONDAY Through FRIDAY: 08:30 TO 12:00

MONDAY, WEDNESDAY & THURSDAY: 14:00 TO 16:00

TUESDAY AND FRIDAY AFTERNOONS: CLOSED

- b. **MAIL PICK-UP - PARCELS.** You will be notified when a box/package arrives addressed to you.

- c. **OUTGOING MAIL** from the Embassy APO Post Office is dispatched daily to the airport at 08:30 A.M. All mail received at the Embassy's drop-in box up until 08:15 A.M. daily will be taken to the airport that same day. NMRCDD departs at 0930 Hours daily with the outgoing U.S. Mail for delivery to the Embassy APO Post Office where the following workday it departs from the APO.

2. MAIL SERVICES:

- a. **AVAILABLE:** First Class, Priority, Fourth Class (STANDARD MAIL), Insured Mail (up to \$600.00), Certified and Return Receipt.
- b. **NOT AVAILABLE:** Registered Mail - both incoming and outgoing, Express Mail or the selling of U.S. Postal Money Orders..

3. WEIGHT AND SIZE LIMITATIONS:

- a. **WEIGHT:**

- 1 Each piece may not weigh more than 70 pounds.
- (2) **Priority Mail Parcels** weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged the applicable rate for 15-pound parcel.

Enclosure (1)

Priority Mail flat-rate envelope provided by the USPS, when the weight of the piece less than one pound the 1-pound rate fee shall be charged.

Standard Mail Parcels weighing less than 15 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

b. SIZE:

Standard Mail or Parcel Post Package Services: combined length and girth may not exceed 130 inches.

Priority Class Parcels may not exceed 108 inches in measurement of combined length and girth.

- (3) Compute the size of a parcel measure the longest side, measure the distance around the parcel at its thickest part (girth) and then add both measurements. Please note that for tires you would measure the diameter of the tire and then the circumference around one edge of the tire.

Regardless of the weight, a parcel that measures more than 108 inches (but not more than 130) in combined length and girth must pay the appropriate rate given for Over-sized parcels and sent by Standard Mail.